

## Port Colborne Public Library Board Meeting Minutes

**Date:** Wednesday, April 2, 2025  
**Time:** 6:00 pm  
**Location:** Library Auditorium, Port Colborne Public Library  
310 King St, Port Colborne

**Members Present:** M. Bagu, Councillor  
H. Cooper (attended virtually)  
B. Ingram, Chair (attended virtually)  
C. MacMillan  
M. Booth  
E. Tanini

**Member(s) Absent:** A. Desmarais, Vice Chair  
B. Beck  
A. Smits

**Staff Present:** R. Tkachuk, Chief Executive Officer (Board Secretary-Treasurer)  
L. MacDonald, Library Services Manager

### **1. Call to Order**

The Chair called the meeting to order at 6:11 p.m.

### **2. Land Acknowledgement**

The Chair recited the Land Acknowledgement.

### **3. Disclosures of Interest**

There were no disclosures of interest.

### **4. Adoption of Agenda**

A Confidential Human Resources Matter was added to closed session of the meeting under item 9.2.

Moved by E. Tanini

Seconded by C. MacMillan

That the agenda dated April 2, 2025, be confirmed, as amended.

Carried

**5. Approval of Minutes**

Moved by Councillor M. Bagu

Seconded by M. Booth

That the minutes dated March 5, 2025, be approved as circulated.

Carried

**6. Consent Items**

Moved by E. Tanini

Seconded by C. MacMillan

That the Board approves items 7.1 to 7.5, as presented.

Carried

**6.1 Staff Reports**

a. Librarian's Report, March 2025

b. March Break 2025

**6.2 Financial Reports**

a. 2025 Operating Budget (as of March 28, 2025)

**6.3 Circulation Reports**

a. February 2025 Circulation Report

a. February 2025 Circulation Snapshot

**6.4 Correspondence**

a. OLITA Micro-Grant Application

**6.5 Media Items**

a. Port Colborne Children's Book Now Available to the Community

**7. Discussion Item**

## **7.1 CEO's Report (R. Tkachuk)**

The CEO provided an informational update to Board.

## **8. Policy**

Moved by C. MacMillan

Seconded by M. Booth

That the Board approve the policy listed in 9.1 to 9.2, as presented.

Carried

### **8.1 GOV-06: Financial Control/Oversight**

### **8.2 OP-02: Tangible Capital Asset Policy**

## **9. Confidential Items**

Moved by E. Tanini

Seconded by Councillor M. Bagu

That the Board do now proceed into closed session in order to address the following matters at 6:24 p.m.

Carried

### **9.1 Confidential Human Resources Matter**

### **9.2 Confidential Human Resources Matter**

Moved by H. Cooper

Seconded by C. MacMillan

That the Board do now rise from closed session at approximately 6:47 p.m.

Carried

## **10. Roundtable**

Trustee Booth shared a promotional opportunity for the library.

Trustee MacMillan provided an update for the Ontario Library Service's spring Board Assembly on May 2, 2025.

Councillor Bagu commended library staff for their programming efforts.

## **11. Next Meeting Date and Adjournment**

The next meeting of the Port Colborne Public Library Board will be Wednesday, May 7, 2025, 6 p.m.  
The Chair adjourned the meeting at approximately 7:02 p.m.

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Bryan Ingram, Chair

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R. Tkachuk, Chief Executive  
Officer (Board Secretary-  
Treasurer)